



Leeds Innovation Centre

103 Clarendon Road

Leeds

LS2 9DF

Telephone: 0113 384 5845

Email: hospitality@leedsinnovationcentre.co.uk

Web: www.leedsinnovationcentre.co.uk

About us

Situated close to Leeds City Centre on the University of Leeds campus and just 7 miles from Leeds Bradford Airport, we offer professional and affordable venues with excellent facilities. Our attentive team are on hand to ensure all your requirements are met thus ensuring a successful outcome to your event.

Our Meeting Rooms

Our meeting rooms are equipped with an audio-visual screen, whiteboard, flipchart, wireless/fixed internet access and comfortable leather seating. We can also provide a telephone line, projector and hearing induction loop system on request.

The Moorland

Seats up to 12 people boardroom style

Charge per hour (up to 4 people): £13.00

Charge per hour (over 4 people): £19.00



The Clarendon

Seats up to 14 people boardroom style

Charge per hour: £21.00



**Resident
Tenants enjoy a
50% reduction
on these room
prices.**

Rooms can be rearranged to suit your event.

Equipment Hire

A projector is available free of charge (booking required).

Car Parking

We have visitor car parking spaces available at £2.00 per hour which we suggest you book in advance.

Refreshments

We aim to supply fair-trade products wherever possible.



Coffee and Tea

Single cup	£1.50
Small Flask	£6.00
Medium Flask	£8.50
Large Flask	£16.50

Our tea selection includes fruit and speciality varieties and your first hot beverage includes a complimentary biscuit.

Soft Drinks

Large Bottle of Still water	£2.00
Large Bottle of Sparkling water	£2.00
Jug of Orange or Apple Juice	£3.00

Catering

All orders are subject to a £2.00 delivery charge.

Availability and content may vary - content subject to change in line with supplier availability

Our hospitality team can discuss any special dietary options with you at the time of booking.

A minimum order of five applies to all menus below

Working Lunch £6.40 per person	Working Lunch £7.90 per person
Deli Sandwich selection on Ciabatta & Baguette Breads A bag of Crisps Two Choices of the side orders (See Below) Also includes Homemade Cakes	Deli Sandwich selection on Ciabatta & Baguette Breads A bag of Crisps Three Choices of the side orders (See Below) Also includes Homemade Cakes & Fruit

SIDE ORDERS

MEAT

Thai spiced coconut chicken with sweet chilli dipping sauce
Honey and grain mustard glazed sausage
Buffalo chicken wing with ranch dipping sauce
Pork sausage roll with ketchup
Crispy chorizo and cheddar potato rösti
Home made chicken pakora with mint yoghurt dip
BBQ pulled pork quesadilla
Duck spring roll with hoisin sauce
Pork and chorizo sausage roll
Mini pork pie
mini scotch egg
Jerk chicken and mango mayonnaise

VEGGIE

Falafel with hummus and roasted red pepper
Mature cheddar and chutney potato rösti
Spanish potato tortilla with spicy mayonnaise
Cheese and spring onion roast potato skin
Mini quiche
Homemade onion bahji with mint yoghurt dip
Roast garlic and cheese ciabatta soldier with pizza sauce
Tomato, mozzarella and homemade pesto crostini
Sweet potato pakora with tomato salsa

FISH

Prawn cocktail little gem bite
Baked tuna crunch potato skin
Smoked mackerel pâté crostini
Tuna Swiss cheese and Jalapeño quesadilla
Smoked salmon and cream cheese pin wheel

Terms & Conditions

By booking a meeting venue with Leeds Innovation Centre Limited you agree to the following terms and conditions.

Leeds Innovation Centre staff are available on site from 8:45am to 5:15pm.

All amendments should be made in writing to hospitality@leedsinnovationcentre.co.uk 24 hours prior to the booking.

All details of the booking, including delegate numbers and catering requirements, must be confirmed 24 hours prior to the meeting.

All cancellations should be confirmed in writing to hospitality@leedsinnovationcentre.co.uk.

If cancellation occurs within 24 hours of the booking the full cost of the room hire will be incurred.

If cancellation occurs within 48 hours of the booking 50% of the cost of the room hire will be incurred.

Cancellation of any catering must be made 24 hours prior to the meeting. Any cancellations after this time will be charged in full.

Only refreshments and catering provided by us are permitted in our meeting rooms.

We reserve the right to substitute the menus in the event that an alternative caterer is necessary.

Equipment hire is subject to availability.

All prices quoted in this document are subject to VAT. Prices are subject to alteration in line with supplier changes.

Leeds Innovation Centre will make best endeavours to inform you of any changes to our prices.

All invoices must be settled by the due date (normally 14 days from the invoice production). Failure to settle an account on the due date will incur interest at 6% above Bank of England base rate plus administration charges and may result in refusal or cancellation of future bookings.

Bookings should include any time required by you to both set-up and clear-down - early arrival or late departure will incur further charge.

We reserve the right to offer alternative facilities of an equal or larger size.

Event organisers shall accept full responsibility for making good any damage caused to the premises, furniture, equipment or other property of Leeds Innovation Centre Limited where such damage has been caused by the event participants, the organisers or their agents.

Events should not exceed the seating capacity of the venue.

Leeds Innovation Centre operates a non-smoking policy and which includes the use of e-cigarettes.

The client agrees to nominate a responsible person to ensure the health, safety and wellbeing of attendees.

Leeds Innovation Centre accepts no responsibility for any loss or damage to the property of the organisers, attendees or its agents.

Any special access requirements should be brought to the attention of Leeds Innovation Centre at the time of booking.

External Clients are required to complete a credit approval form. Payment may be made by cheque or bank transfer. Unfortunately we are not able to accept cash or debit/credit cards as payment. Cheques should be payable to Leeds Innovation Centre with your invoice number on the reverse. For bank transfer details, please contact our office on 0113 3845845.